Report/Activity	Source	Instructions to Agencies and state entities	Send to	Due Dates
Project-related Documents				
Stage 1 Business Analysis	SAM Section 4904 TL 13-02	Submit electronically to the Department of Technology.	Department of Technology ITPOC° in accordance with the SIMM 57 and 19A Submittal Instructions.	Stage 1 Business Analyses are due annually the third Monday in October.
Feasibility Study Report (FSR), Special Project Report (SPR), FSR-Reporting Exemption Request (FSR-RER)	SAM Sections 4819 and 4920-4945 ITPL10-07	Send an electronic copy to the Department of Technology (FSRs, SPRs, and FSR-RERs) with a cc to the Legislative Analyst's Office (LAO) (FSRs and SPRs only).	Department of Technology ITPOC°, LAO	Second Monday in January each year if related to a budget action for the spring process and no deadlines if not tied to budget action. Third Monday in July each year if related to a budget action for the fall process. FSRs, SPRs, or FSR-RERs that are not related to a budget action can be submitted at any time of the year.
Formal Solicitation Documents and Addenda	ITPL 11-03 SAM Sections 4819.31 and 4819.41	Send an electronic copy to the Department of Technology.	Department of Technology ITPOC °	No later than 45 business days prior to release to the public.

Report/Activity	Source	Instructions to Agencies and state entities	Send to	Due Dates
	SCM, Volume 3, Chapter 4, Section B1.0			
Independent Project Oversight Report (IPOR)	SAM Section 4819.36 BL 08-06 and ITPL 09-01 ITPL 10-07	Send an electronic copy to the Department of Technology.	Department of Technology ITPOC °	The tenth working day of the month, as follows: High Criticality/Risk – Monthly Medium Criticality/Risk – Quarterly in January, April, July, and October Low Criticality/Risk – Semi-Annually in January and July, if requested by the Department of Technology.
Project Status Report California Project Management Methodology SIMM Section 17A and 17D.2	SAM Sections 4819.31.5 and 4910 ITPL 10-07	Send an electronic copy of the Executive Status Report, Cost Tracking, and Milestone Tracking templates in Excel to the Department of Technology for all IT projects reportable to the Department of Technology (i.e., for projects with Department of Technology-approved FSRs or equivalent documents).	Department of Technology ITPOC °	Unless otherwise specified by the Department of Technology, the fifth working day of the month as follows: High Criticality/Risk – Monthly Medium Criticality/Risk – Quarterly in January, April, July, and October Low Criticality/Risk – Semi-Annually in January and July.
Microsoft Project Schedule	ITPL 10-07	Send a copy of the project schedule in MS Project format with the Project Status Report. Note: The Project Schedule for Low Criticality/Risk Projects should not be	Department of Technology ITPOC °	See Project Status Report Due Dates.

Report/Activity	Source	Instructions to Agencies and state entities	Send to	Due Dates
		included with the PSR unless requested by the Department of Technology.		
Post Implementation Evaluation Report (PIER)	SAM Section 4947	Send an electronic copy to the Department of Technology and one hard copy to the LAO.	Department of Technology ITPOC °, LAO	Within 18 months of project completion.

Report/Activity	Source	Instructions to Agencies and state entities	Send to	Due Dates
Organizational/Planning Documents				
Information Technology Capital Plan (ITCP)	SAM Section 4904	Submit electronically to the Department of Technology.	Department of Technology ITPOC in accordance with the SIMM 57 Submittal Instructions.	Annually, third Monday in October.
Agency Information Management Strategy (AIMS) and Certification	SAM Sections 4900.3 and 4900.5	Departments should collect internally. Retain the AIMS with the department's CIO.		Annually, August. However, submittal is suspended until further notice from the Department of Technology.
Information Management Organization	SAM Section 4903.1	Send electronic version of organization charts to the Department of Technology.	Department of Technology ITPOC °	Annually, June.
Information Management Costs	SAM Section 4903.2	Send electronic versions of the completed IT Cost report Template	Department of Technology ITPOC °	Annually by February 1

Report/Activity	Source	Instructions to Agencies and state entities	Send to	Due Dates
		and the signed and scanned Transmittal Letter. When naming each document, use your Agency or state-entity code followed by your departmental acronym at the front of each file name (e.g., 8860_DOF_ITCostReport.xls)		
Software Management Policy Annual Statement of Compliance	SAM Section 4846.2	Retain annual certification along with summary of updated inventories for three years.	Each agency CIO shall retain internally for three years.	Annually, January.
Enterprise Architecture Construction Review	SAM Sections 4819.31 and 4906 ITPL 09-03.	Reporting instructions will be provided at a later date.	Department of Technology EA	Report completion and submittal is suspended until further notice from the Department of Technology.

Security-related Documents

The following security-related documents and schedule for submission are located on the Department of Technology's SIMM web site at http://www.cio.ca.gov/Government/IT_Policy/SIMM.html.

SIMM Section	Document
SIMM 20D	Questionnaire for Information Security and Privacy Components in Feasibility Study Reports and Project-Related Documents
SIMM 5350-B	Information Security Incident Report (formerly SIMM 65C)
SIMM 5360-B	Remote Access Agreement (formerly SIMM 65E)

SIMM 5330-A	Designation Letter (formerly SIMM 70A)
SIMM 5325-B	Technology Recovery Program Certification (formerly SIMM 70B)
SIMM 5330-B	Risk Management and Privacy Program Compliance Certification (formerly SIMM 70C)

Please note the below method and directions for where to send the required submissions

Send documents to:	California Department of Technology Attn: IT Project Oversight and Consulting (ITPOC) Division 1325 J Street, Suite 1600 Sacramento, CA 95814
°Submit electronically to CIOPMOSubmission@State.ca.gov with a cc: to your Portfolio Oversight Manager.	
▼Submit electronically to EASubmission@state.ca.gov	
Send CISO documents to:	California Department of Technology Attn: California Information Security Office (CISO) P.O. Box 1810, Mail Stop Y-12 Rancho Cordova, CA 95741-1810
Submit electronically to:	Security@state.ca.gov
Send LAO documents electronically to:	Lourdes.Morales@lao.ca.gov

Budget-related Documents

Please see the Department of Finance's Budget Letters web page for submission instructions and due dates for budget-related documents, i.e., Budget Change Proposals and Spring Finance Letters at http://www.dof.ca.gov/budgeting/budget_letters/.